

HUMAN RESOURCES BUSINESS PARTNER HUMAN RESOURCES DEPARTMENT

SALARY RANGE: \$5,332 - \$7,146 per month

CLOSING DATE: August 10, 2015

ABOUT THE JOB: The HR Business Partner provides internal consulting services to management and employees on a wide range of issues to support the city's business objectives.

ESSENTIAL FUNCTIONS OF THE JOB:

- Develop recruitment strategies and programs; supervise staffing functions; administer the recruitment and selection process; provide assistance to all city departments;
- Provide consulting services to assigned departments on a wide range of human resources and organizational issues; recommend and assist with implementing appropriate strategies;
- Collaborate with city leadership, managers and employees in the development of programs to enhance organizational effectiveness;
- Supervise one or more non-exempt staff to ensure city goals and objectives are met;
- Respond to employee grievances and oversee disciplinary processes as required by collective bargaining agreements and city policies;
- Advise supervisors and employees on employee relations issues; provide information and advice on labor contract interpretation and city policies;
- Participate in or lead labor relations activities; research and prepare data to be used in contract negotiations;
- Advise supervisors and managers on complex laws and regulations and strategies for compliance;
- Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation;
- Provide excellent internal and external customer service;
- Actively promote and support diversity in the workplace.

TO QUALIFY: Requires a bachelor's degree in human resources, public/business administration or a related field and seven years' experience in human resources at a professional level, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the city's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application, cover letter, and resume to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

MINORITIES AND VETERANS ARE ENCOURAGED TO APPLY

